



IOWA
Department of
Natural Resources

Environmental Management Systems Pilot Program

Project Website and Pilots' Next Steps

Kick-off Workshop
November 17-18, 2009





**G R E S H A M
S M I T H A N D
P A R T N E R S**

Pilot Participant Websites

- Project Resources Website
 - "User-only" Privileges
 - Schedules with Milestone Due Dates
 - Links to Other Resources
 - Compiled Information from Pilots
 - Lessons Learned and Successes
- Shared Pilot Websites
 - "Document Manager" for Yours, "User-only" for Others
 - Upload and Share Documents
 - Posting of "Homework" Assignments
- <https://projects.gspnet.com>



Project Website

- ◉ Access is Limited to Pilots, SWAPAC, GS&P Team
- ◉ Information Sharing
 - To Upload Homework
 - Download Power Points and Other Documents
 - Post Events to Calendar
 - Share Successes with Other Pilots
- ◉ GS&P Will Send Invites on Email
- ◉ Will Receive Confirmation and Login from "GSP Projects Web [webmaster@gspnet.com]"
- ◉ <https://projects.gspnet.com/>



Gresham Smith & Partners : Project Web Sites - Internet Explorer provided by Dell

https://projects.gspnet.com/index.php

Google Search

Architectures ENGINEERING INTERIORS PLANNING

Welcome Back
Tom Dietrich

Available projects to
Tom Dietrich:

ABCDEFGHIJKLMNOPQRSTUVWXYZ - ALL

Iowa EMS Pilot Project
Files Calendar Contacts
Members: (4) Total Visits: (7) Last 24hrs: (2)
Last Visit: Mon, 16 Nov 2009 11:21:37 -0600

Cass County Landfill
Files Calendar Contacts
Members: (4) Total Visits: (1) Last 24hrs: (1)
Last Visit: Mon, 16 Nov 2009 15:21:56 -0600

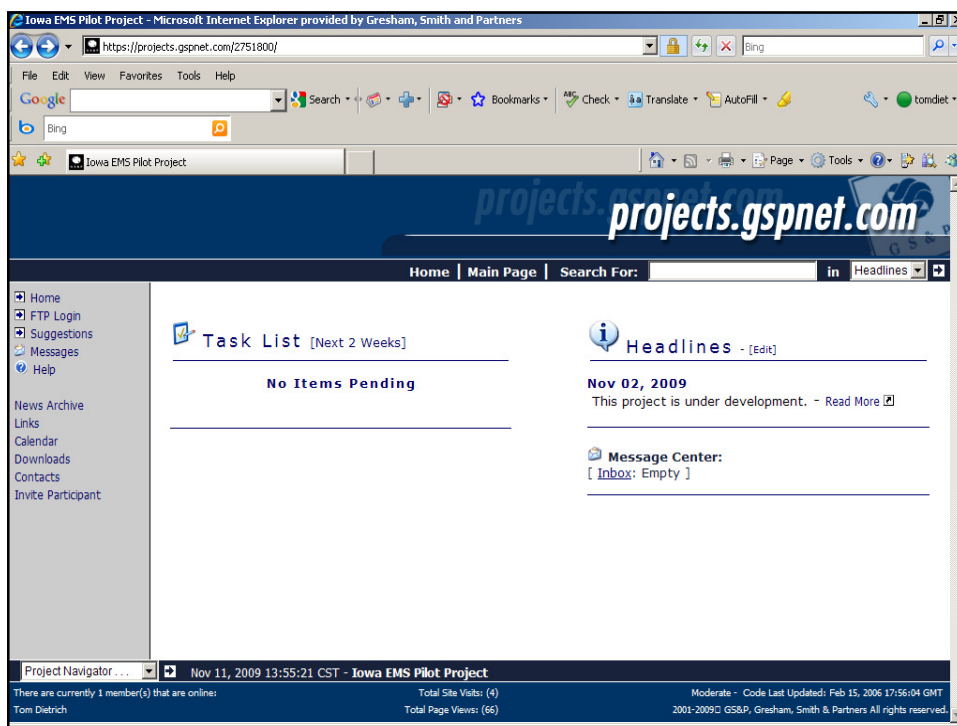
Cedar Rapids Linn County Solid Waste Agency
Files Calendar Contacts
Members: (4) Total Visits: (1) Last 24hrs: (1)
Last Visit: Mon, 16 Nov 2009 15:12:12 -0600

Dubuque Metropolitan Area Solid Waste Agency
Files Calendar Contacts
Members: (4) Total Visits: (1) Last 24hrs: (1)
Last Visit: Mon, 16 Nov 2009 15:47:58 -0600

GS&P Private FTP Site
Files Calendar Contacts
Members: (3,870) Total Visits: (23,938) Last 24hrs: (14)
Last Visit: Mon, 16 Nov 2009 15:27:13 -0600

Metropolitan Waste Authority

Internet | Protected Mode: On



Topics Covered in Kickoff Workshop

- EMS Basis
- EMS Fenceline
- EMS Policy
- EMS Gap Analysis
- Involving Senior Management
- Identifying EMR and EMS Core Team
- Objectives and Targets; Action Plans
- Documentation and Records
- Communication
- Metrics





So How Do I Start?

- ◉ Determine EMR/EMS Core Teams
 - Have a Kick Off Meeting
 - Schedule Regular Meetings
- ◉ Write EMS Fenceline Statement
- ◉ Conduct EMS Gap Analysis
- ◉ Write the EMS Policy
 - May be a Good Time to Start Senior Management Conversation
 - Think About Communication
- ◉ Draft Objectives and Targets
 - Think About Action Plans and Key Resources
 - Think About Metrics



So How Do I Start?

- ◉ Determine EMR/EMS Core Teams
 - Attendance Problems
 - + Built Trust and Sharing of Information
- ◉ Write EMS Fenceline Statement
 - Trying to Make it Perfect the First Time
 - + Focus the EMS
- ◉ Conduct EMS Gap Analysis
 - Confusion over EMS Terms
 - + Reassuring Not Starting From Scratch
- ◉ Write the EMS Policy
 - Consider Organizational Personality
 - + Use to Get Management and Staff Involved
- ◉ Draft Objectives and Targets
 - Struggle with Real, Measurable, and Achievable Goals
 - + Provided a Starting Point for Making Progress



EMS Homework Due Dates (Nov - Jan 2010)

- ◉ Gap Analysis Homework (12/01/09)
- ◉ EMR and Core Team Roster (12/15/09)
- ◉ Formalize and Communicate Environmental Policy (12/31/09)
- ◉ Objectives and Targets (01/15/10)
- ◉ Monthly Assistance Calls (TBD)
- ◉ Quarterly Meeting (01/26/10- Tentative)
- ◉ Consider Site Visits










EMS 1st Quarterly Meeting

- ◉ EMS Refresher
- ◉ Discussion of Lessons Learned/Successes
- ◉ Review of Progress
 - Bring Objectives and Targets to the Next Meeting
 - Review Environmental Action Plans/Key Resources



New Topics to Cover in 1st Quarterly Meeting

-  **Environmental Impacts**
 -  Identify Environmental Impacts from Activities, Services, and Facilities
 -  Prepare List of Environmental Impacts
 -  Establish a Process for Determining Significant Impacts
 -  Prepare List of Significant Impacts
-  **Legal and Other**
 -  Listing of Legal and Other Requirements



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QUESTIONS?



**GRESHAM
SMITH AND
PARTNERS**